

## **ATTACHMENT C EVALUATION CRITERIA**

### **1. EVALUATION PROCESS**

This acquisition is issued under small business set-aside competitive procedures. This acquisition will utilize **Lowest Price Technically Acceptable (LPTA)** source selection procedures in accordance with the Acquisition Management System (AMS). This document describes the process and procedures to be followed by the Government in evaluating and rating offers received in response to Solicitation # **DTFAAC-12-Q-00063** for the establishment of Blanket Purchase Agreement(s). Technical acceptability will be evaluated on all offers received by the required date/time. Then, price will be evaluated and the proposals will be listed from lowest to highest price based on the fixed fully burdened hourly rate proposed.

### **2. NUMBER OF BPAs TO BE ESTABLISHED**

Blanket Purchase Agreement(s) will be established to the lowest fixed fully burdened hourly rate priced proposal(s) meeting the acceptability standards for the non-cost factors. It is the intent of the FAA to establish not less than three (3) and not more than five (5) Blanket Purchase Agreements. The FAA reserves the right not to establish any Blanket Purchase Agreements.

### **3. EVALUATION AND ASSESSMENT**

The technical evaluation criteria set forth below have been developed by the program office and have been tailored to their requirements in this particular solicitation. The Offeror is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the Offeror should specifically address in their proposals.

Each Technical Evaluation Factor will receive a rating of Acceptable or Unacceptable. If any factor is rated "Unacceptable", the entire proposal is rendered technically unacceptable, and the proposal will be removed from further consideration. Only proposals deemed technically acceptable (either initially or as the result of discussions) will be further considered for placement of a Blanket Purchase Agreement.

The ratings are defined in the following paragraphs.

(a) **ACCEPTABLE:** The proposal meets all the minimum mandatory requirements in the solicitation identified as technical evaluation factors. Only those proposals determined acceptable, either initially or as a result of discussions, will be considered for award. Once deemed acceptable, all technical proposals are considered to be equal.

(b) **UNACCEPTABLE:** Fails to meet all the minimum mandatory requirements in the solicitation identified as technical evaluation factors. Proposals with an unacceptable rating will not be considered for award.

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The vendors must submit a Technical proposal that demonstrates technical capability and descriptive literature to validate qualifications and capabilities for the following Technical Evaluation Factors:

### **TECHNICAL EVALUATION FACTORS**

**TECHNICAL FACTOR 1: TECHNICAL CAPABILITY**

**TECHNICAL FACTOR 2: QUALIFICATIONS**

**TECHNICAL FACTOR 3: BACKGROUND AND EXPERIENCE**

**TECHNICAL FACTOR 4: PAST PERFORMANCE**

### **FACTOR 5: COST/PRICE**

#### **TECHNICAL FACTOR 1- TECHNICAL CAPABILITY**

**CRITERIA:** Instructor must possess the knowledge, skills and abilities to facilitate learning in the classroom. Instructor must have the knowledge, skill and experience needed to relate practical application of course materials to real world experiences to actual classroom examples presented as “lessons learned”.

**STANDARD:** Instructor must provide evidence of 3 years of experience using MS Office; MS Word, Excel and PowerPoint for course presentations, development, and revision. The offeror must describe their experience in developing/revising courses, producing visual aids, and creating instructor guides and course agendas similar in complexity to this requirement. The offeror must describe their communication process to ensure that all course materials are presented and developed in a consistent format, revised with current policies/guidelines, and consistent with course learning objectives.

#### **TECHNICAL FACTOR 2- QUALIFICATIONS**

**CRITERIA:** At least fifteen years experience in supervision or project management within the motor carrier field of expertise is required. The experience can be with a Federal Motor Carrier Office, State Law Enforcement, Motor Carrier Industry, and must include experience in the following subject areas: conducting Motor Carrier compliance reviews, vehicle inspections, hours of service violations, out of service criteria in accordance with applicable 49 CFR Federal Motor Carrier Safety Regulations (FMCSR), Parts 380 thru 396, as listed in SOW section 2.0.

**STANDARD:** The standard is met when the offeror submits a resume that provides evidence of meeting the required 15 years experience. Resume must include education, experience, background, accomplishments, and other pertinent information related to similar work. The Offeror must demonstrate a minimum of 3 years experience and expertise working with technical information and practices/guidelines required in the Statement of Work.

#### **TECHNICAL FACTOR 3- BACKGROUND AND EXPERIENCE**

**CRITERIA:** The Offeror must demonstrate experience in conducting Motor Carrier related training courses. Teaching experience must include adult learning principles and methodologies and should include experience and a working knowledge in the following subject areas: conducting Motor Carrier compliance reviews, vehicle inspections, hours of service violations, out of service criteria, etc. in accordance with applicable 49 CFR Federal Motor Carrier Safety Regulations (FMCSR), Parts 380 thru 396, as listed in section 2.0. All instructors must have completed as a student or taught TSI US DOT Motor Carrier Safety Compliance course within the last 3 years.

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**STANDARD:** The standard is met when the offeror provides documentation evidencing at least 400 hours of instruction during the past 3 calendar years delivering Motor Carrier related safety training in accordance with applicable 49 CFR Federal Motor Carrier Safety Regulation (FMCSR), Parts 380 thru 396, as listed in section 2.0 of the SOW., to adults as well as performing hands-on training for outdoor field exercises. The contractor must provide evidence in the form of an attendance certificate or proof of instructing a TSI US DOT Motor Carrier Safety Compliance course within the last 3 years.

### **TECHNICAL FACTOR 4- PAST PERFORMANCE**

**CRITERIA:** The Offeror must demonstrate satisfactory past performance during the past three years.

**STANDARD:** The standard is met when the references provided or information obtained from PPIRS or other databases confirm that the offeror had satisfactory past performance for contracts in similar scope/complexity that was compliant with contract requirements and contract requirements were completed on time and within budget.

### **AWARD DECISION**

The decision in establishing Blanket Purchase Agreement(s) will be made as described below:

(1) **Step One – Determine Technical Acceptability.** The technical evaluation provides an assessment of the offeror's capability to satisfy the Government's minimum requirements. The Government will evaluate all technical proposals received by the required date/time. Each Technical evaluation factor will receive a rating of acceptable/unacceptable. If any technical factor is rated "unacceptable", the entire proposal is rendered technically unacceptable, and the proposal will be removed from further consideration. Only proposals deemed technically acceptable (either initially or as the result of discussions) will be further considered for establishment of a Blanket Purchase Agreement. The ratings are defined on Page 1.

(2) **Step Two – Evaluate Price.** The offeror's price proposal will be evaluated for price fair and reasonableness based upon the specified **fixed fully burdened hourly rate** provided by the contractor. If fair and reasonableness of price is not determined through adequate price competition, then the FAA may require the review of rationale and supporting data to establish the reasonableness of proposed price(s).

(3) **Step Three – Establish Multiple Blanket Purchase Agreements.** Proposals that are determined to be technically acceptable will be ranked from lowest to highest price (based on fixed fully burdened hourly rate).

Multiple Blanket Purchase Agreements will be established to the lowest price, technically acceptable offeror(s), subject to a positive responsibility determination and conformance of the offeror's proposal to the terms and conditions of the solicitation. The FAA intends to establish not less than three (3) but not more than five (5) BPAs. Each BPA will have an equal total ceiling amount. The FAA reserves the right not to establish any BPAs resulting from this solicitation depending on the quality of responses received.

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**NOTE:** A BPA is not a contract. Instead, it is an understanding between FAA and a vendor that allows FAA to place future orders more quickly by identifying terms and conditions applying to those orders, a description of the supplies or services to be provided, and methods for issuing and pricing each order. The FAA is not obligated to place, nor must a vendor accept, any orders. Either party may cancel a BPA at any time. An enforceable contract exists only when FAA places an order against the BPA and it is accepted by the vendor.

### **4. SOLICITATION REQUIREMENTS, TERMS AND CONDITIONS**

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements. Failure to comply with the terms and conditions of the solicitation may result in the offeror being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and must provide complete supporting rationale. The Government reserves the right to not establish any BPAs at all, depending on the quality of the proposals, prices submitted and the availability of funds.

#### **3.1-1 Clauses and Provisions Incorporated by reference** (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

#### **3.2.2.3-34 Evaluating Offers for Multiple Awards** (July 2004)